


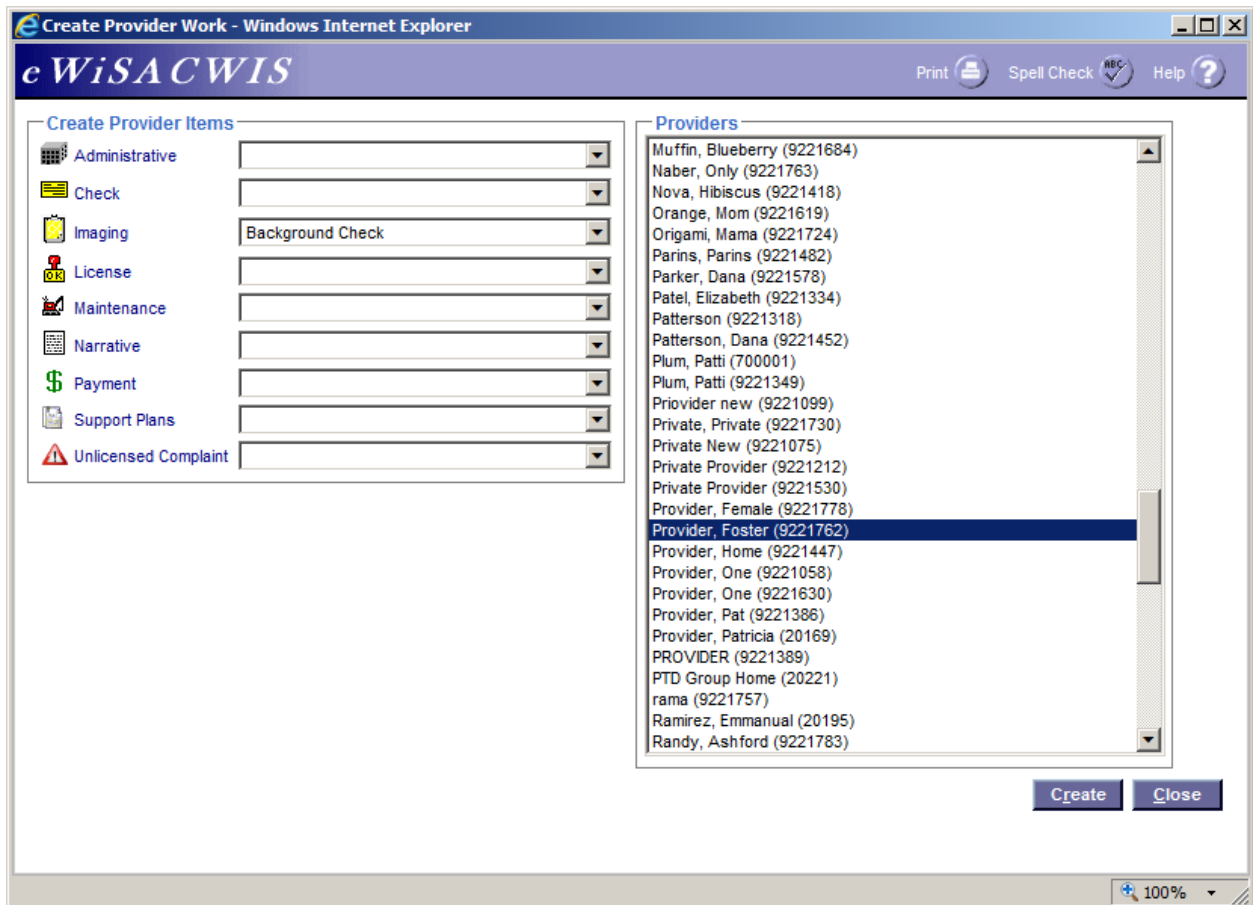
## Background Check Imaging

**Note:** In order to add images, an assignment to the case/provider is not needed. However, additional security is needed for the Imaging Search page.

**Note:** Please see the Provider Imaging User Guide on how to add other imaging documents to providers.

### If you have an assignment to the provider:

1. From your desktop, click on the Provider Work icon . This will open the Create Provider Work page.
2. On the Create Provider Work page, select 'Background Check' from the Imaging drop-down, select the Provider, and click Create. This will open the Organization Background Check page.



Create Provider Work - Windows Internet Explorer

**eWiSACWIS** Print Spell Check ABC Help ?

**Create Provider Items**

- Administrative
- Check
- Imaging: Background Check
- License
- Maintenance
- Narrative
- Payment
- Support Plans
- Unlicensed Complaint

**Providers**

- Muffin, Blueberry (9221684)
- Naber, Only (9221763)
- Nova, Hibiscus (9221418)
- Orange, Mom (9221619)
- Origami, Mama (9221724)
- Parins, Parins (9221482)
- Parker, Dana (9221578)
- Patel, Elizabeth (9221334)
- Patterson (9221318)
- Patterson, Dana (9221452)
- Plum, Patti (700001)
- Plum, Patti (9221349)
- Privider new (9221099)
- Private, Private (9221730)
- Private New (9221075)
- Private Provider (9221212)
- Private Provider (9221530)
- Provider, Female (9221778)
- Provider, Foster (9221762)**
- Provider, Home (9221447)
- Provider, One (9221058)
- Provider, One (9221630)
- Provider, Pat (9221386)
- Provider, Patricia (20169)
- PROVIDER (9221389)
- PTD Group Home (20221)
- rama (9221757)
- Ramirez, Emmanuel (20195)
- Randy, Ashford (9221783)

Create Close

100%

3. On the Organization Background Check page, enter the Date of the Document and the Effective To date, if applicable.

**Note:** If the Type DOJ or IBIS is selected, the Effective To date will pre-fill to 4 years and will not be editable.

The screenshot shows a web browser window titled "Organization Background Check - Windows Internet Explorer". The page header features the "eWiSACWIS" logo and navigation links for "Print", "Spell Check", "ABC", and "Help". The main form is divided into two sections: "Provider Details" and "Image Details".

**Provider Details:**

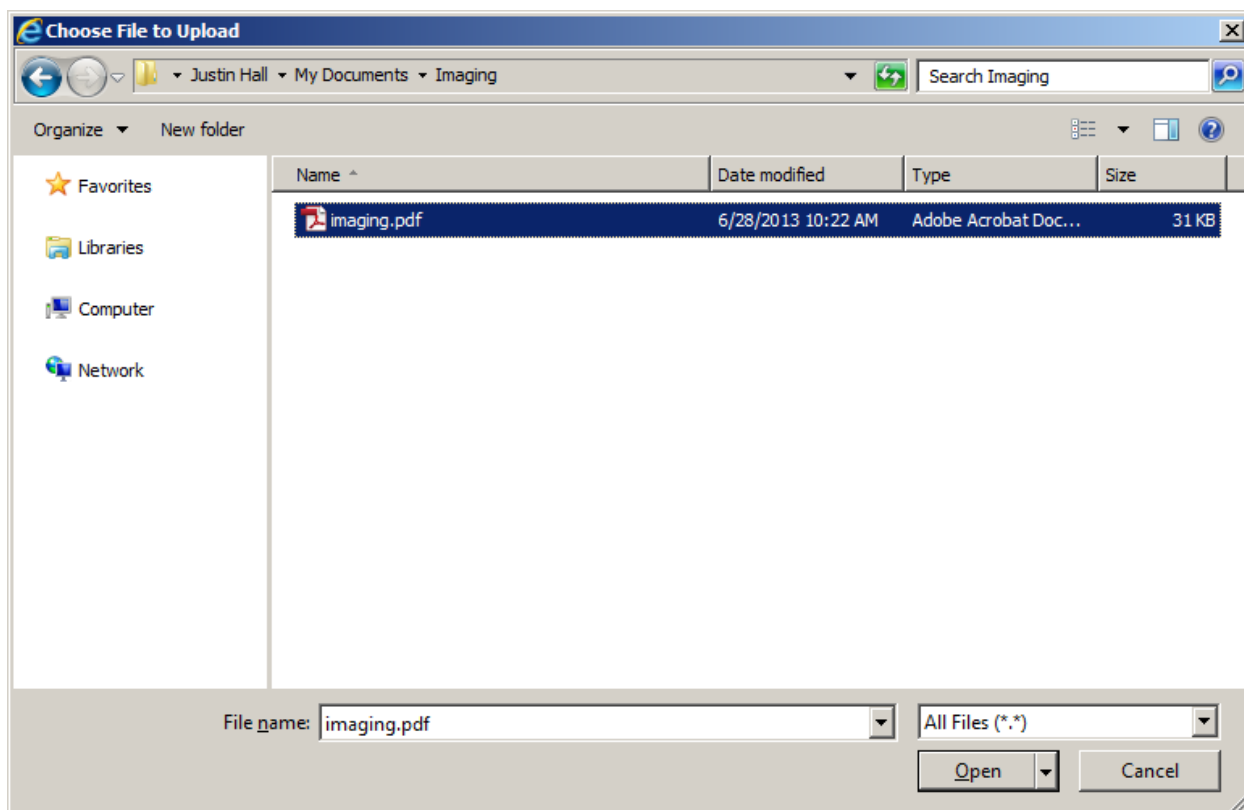
- Provider: Foster Provider (9221762)
- Worker: Caitlin M. Cake

**Image Details:**

- Date of Document: 10/01/2013
- Effective To: 09/30/2017
- Category: Background Check
- Type: DOJ (selected from a dropdown menu)
- File Name: [Empty text box] with a "Browse..." button
- Name: Provider, Foster (selected from a dropdown menu)
- Comments: [Empty text area]
- Last Updated By: [Empty text box]
- Valid Through: 00/00/0000
- Eligibility Verification: [Icon]

At the bottom right of the form are three buttons: "Create", "Save", and "Close". A "Delete" button is located near the "Last Updated By" field. The browser window's status bar at the bottom right shows a zoom level of 100%.

4. To attach a previously scanned document, select the Browse button. This will open the Choose File to Upload pop-up page. Select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.



**Note:** Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, docx, xls, xlsx, tiff, tif, and pdf and cannot exceed 10 MB.

Organization Background Check - Windows Internet Explorer



**eWiSACWIS** Print Spell Check Help

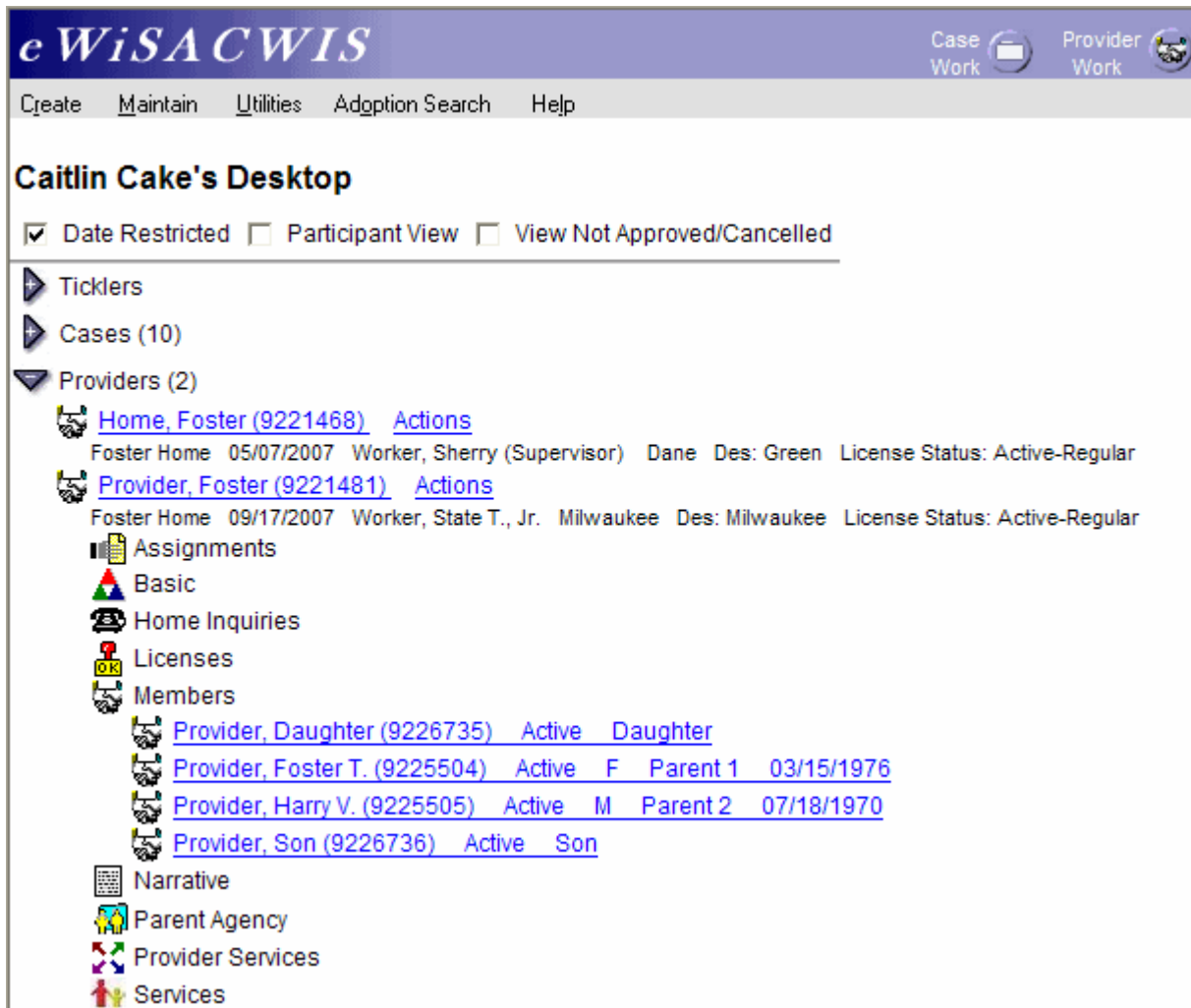
**Provider Details**  
 Provider: Foster Provider (9221762) Worker: Caitlin M. Cake

**Image Details**  
 Date of Document: 10/01/2013 Effective To: 09/30/2017  
 Category: Background Check  
 Type: DOJ  
 File Name: imaging.pdf [View](#)  
 Browse...  
 Name: Provider, Foster  
 Comments:  
 Last Updated By: Delete  
 Valid Through: 00/00/0000  
 Eligibility Verification  
 Create Save Close

5. You can view the document by selecting the View hyperlink next to the File Name.
6. In the Name drop-down, select the provider member for whom the background check is for. Enter any comments in the Comments field.
7. The Valid Through date identifies when a background check is no longer applicable or effective when the date is prior to the Effective To date. The date is used in revoked or closed license scenarios.
8. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
9. If the background check has been added to the wrong provider record, click Delete to remove the image. If the background check has been added to the wrong provider member, update the Name drop-down with the correct provider member.
10. At this point, you can add a new background check for this provider by selecting the Create button.

## Adding a Person background check if you have an assignment to the provider:

1. From your desktop, click on the Providers expando. Click on the icon  next to the provider for which you would like to add the background check. Click on the Members icon  to expand the Members. Click on the hyperlink for the person you would like to add the background check for. This will open the Person Management page.



The screenshot displays the eWiSACWIS desktop interface. At the top, there is a header bar with the logo "eWiSACWIS" and navigation links: "Create", "Maintain", "Utilities", "Adoption Search", and "Help". On the right side of the header, there are two buttons: "Case Work" and "Provider Work". Below the header, the main content area is titled "Caitlin Cake's Desktop". Under this title, there are three checkboxes: "Date Restricted" (checked), "Participant View" (unchecked), and "View Not Approved/Cancelled" (unchecked). The main content area is divided into several sections. The "Providers (2)" section is expanded, showing two providers: "Home, Foster (9221468)" and "Provider, Foster (9221481)". Each provider entry includes a "Home" icon, a date, a role, a name, a location, a description, and a license status. Below the providers, there are several icons representing different functions: "Assignments", "Basic", "Home Inquiries", "Licenses", "Members", "Narrative", "Parent Agency", "Provider Services", and "Services". The "Members" section is further expanded, showing a list of members with their names, roles, and dates.

**eWiSACWIS** Case Work Provider Work

Create Maintain Utilities Adoption Search Help


**Caitlin Cake's Desktop**


☒ Date Restricted ☐ Participant View ☐ View Not Approved/Cancelled


Ticklers


Cases (10)


Providers (2)


 [Home, Foster \(9221468\)](#) [Actions](#)  
Foster Home 05/07/2007 Worker, Sherry (Supervisor) Dane Des: Green License Status: Active-Regular


 [Provider, Foster \(9221481\)](#) [Actions](#)  
Foster Home 09/17/2007 Worker, State T., Jr. Milwaukee Des: Milwaukee License Status: Active-Regular


 Assignments


 Basic


 Home Inquiries


 Licenses


 Members


 [Provider, Daughter \(9226735\)](#) Active Daughter


 [Provider, Foster T. \(9225504\)](#) Active F Parent 1 03/15/1976


 [Provider, Harry V. \(9225505\)](#) Active M Parent 2 07/18/1970

 [Provider, Son \(9226736\)](#) Active Son

 Narrative

 Parent Agency

 Provider Services

 Services

2. On the Person Management page, click the Additional tab. Click on the Background Checks expando. In the Background Checks group box, click the Insert button. This will open the Person Background Check page.

**eWiSACWIS** Print Spell Check Help

Basic Parent Info **Additional** Address Education Characteristics Medical/Mental Health Supplemental MMH

▼ Background Checks

**Background Checks**

Type	Date	Effective To	Updated By
No records found.			

**Insert**

**Physical Description**

Height:  feet  inches      Weight:  pounds      Eye Color:       Hair Color:

Last Updated By:

Physical Description ( e.g. clothing, glasses, hairstyle/color, teeth, braces, scars, tattoos, body piercing(s), acne, freckles, birthmarks, discolorations, injuries, etc.):

[More...](#) [Less...](#) [Default](#)

▶ Child/Youth Image

**Child Information**

☐ Child is a Teen Parent      CARES PIN:

☐ Teen Parent's Child Resides with Him/Her      Monthly Amount of any Child Unearned Income:

☐ Teen Parent's Child Receives a Kinship Payment      ☐ Child Receives a Disability Payment

Options:  **Go** **Save** **Close**

3. On the Person Background Check page, enter the Date of the Document and the Effective To date, if applicable.

**Note:** If the Type DOJ or IBIS is selected, the Effective To date will pre-fill to 4 years and will not be editable.

Person Background Check -- Webpage Dialog

**eWiSACWIS** Print Spell Check Help

**Participant Details**

Name: Provider, Male (9226073) Worker: Caitlin M. Cake

**Image Details**

Date of Document: 10/01/2013 Effective To: 09/30/2017

Category: Background Check

Type: IBIS

File Name: Browse...

Comments:

Last Updated By: Delete

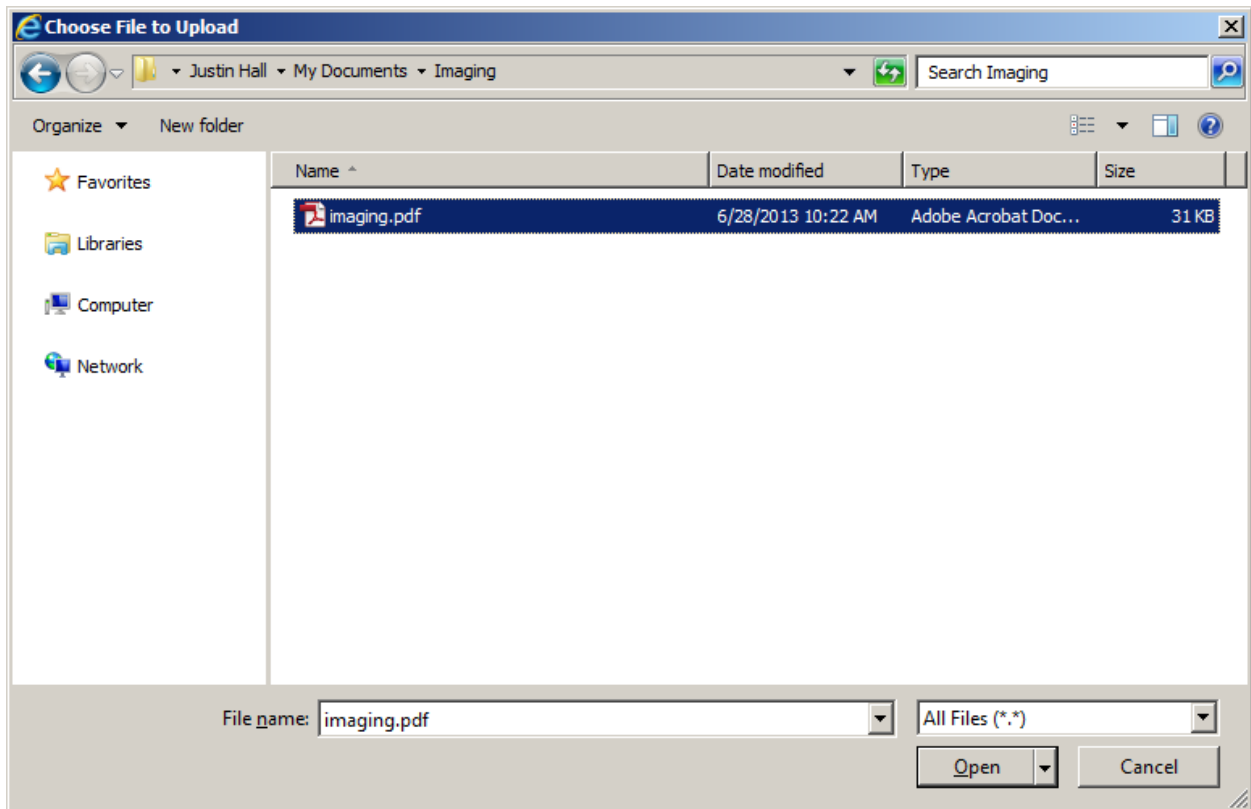
Valid Through: 00/00/0000

Eligibility Verification

Create Save Close

4. To attach a previously saved background check, select the Browse button. This will open the Choose File to Upload pop-up page.

5. On the Choose File to Upload page, select the file from the appropriate location/folder. Once the file is selected, click the Open button.



**Note:** Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, docx, xls, xlsx, tiff, tif, and pdf and cannot exceed 10 MB.

Person Background Check -- Webpage Dialog

**eWiSACWIS** Print Spell Check RBC Help

**Participant Details**

Name: Provider, Male (9226073) Worker: Caitlin M. Cake

**Image Details**

Date of Document: 10/01/2013 Effective To: 09/30/2017

Category: Background Check

Type: IBIS

File Name: imaging.pdf [View](#)

Browse...

Comments:

Last Updated By: Caitlin M. Cake [Delete](#)

Valid Through: 00/00/0000

Eligibility Verification

[Create](#) [Save](#) [Close](#)

6. You can view the document by selecting the View hyperlink next to the File Name.
7. Enter any comments in the Comments field.
8. The Valid Through date identifies when a background check is no longer applicable or effective when the date is prior to the Effective To date. The date is used in revoked or closed license scenarios.
9. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
10. At this point, you can create a new background check for this provider member by selecting the Create button. If the image is incorrect for any reason, click Delete to remove the image.

11. Click Close. This will return you to the Person Management page.
12. The Additional tab will display the background check information.

**eWiSACWIS** Print Spell Check Help

Basic Parent Info **Additional** Address Education Characteristics Medical/Mental Health Supplemental MMH

**Background Checks**

**Background Checks**

Type	Date	Effective To	Updated By	
IBIS	10/01/2013	09/30/2017	Caitlin M. Cake	<a href="#">View</a>

**Physical Description**

Height:  feet  inches Weight:  pounds Eye Color:  Hair Color:  Last Updated By:

Physical Description ( e.g. clothing, glasses, hairstyle/color, teeth, braces, scars, tattoos, body piercing(s), acne, freckles, birthmarks, discolorations, injuries, etc.):

**Child/Youth Image**

**Child Information**




☐ Child is a Teen Parent CARES PIN:

☐ Teen Parent's Child Resides with Him/Her Monthly Amount of any Child Unearned Income:

☐ Teen Parent's Child Resides with Kinship Payment ☐ Child Resides with Disability Payment

Options:

13. Click Close. This will return you to the desktop.

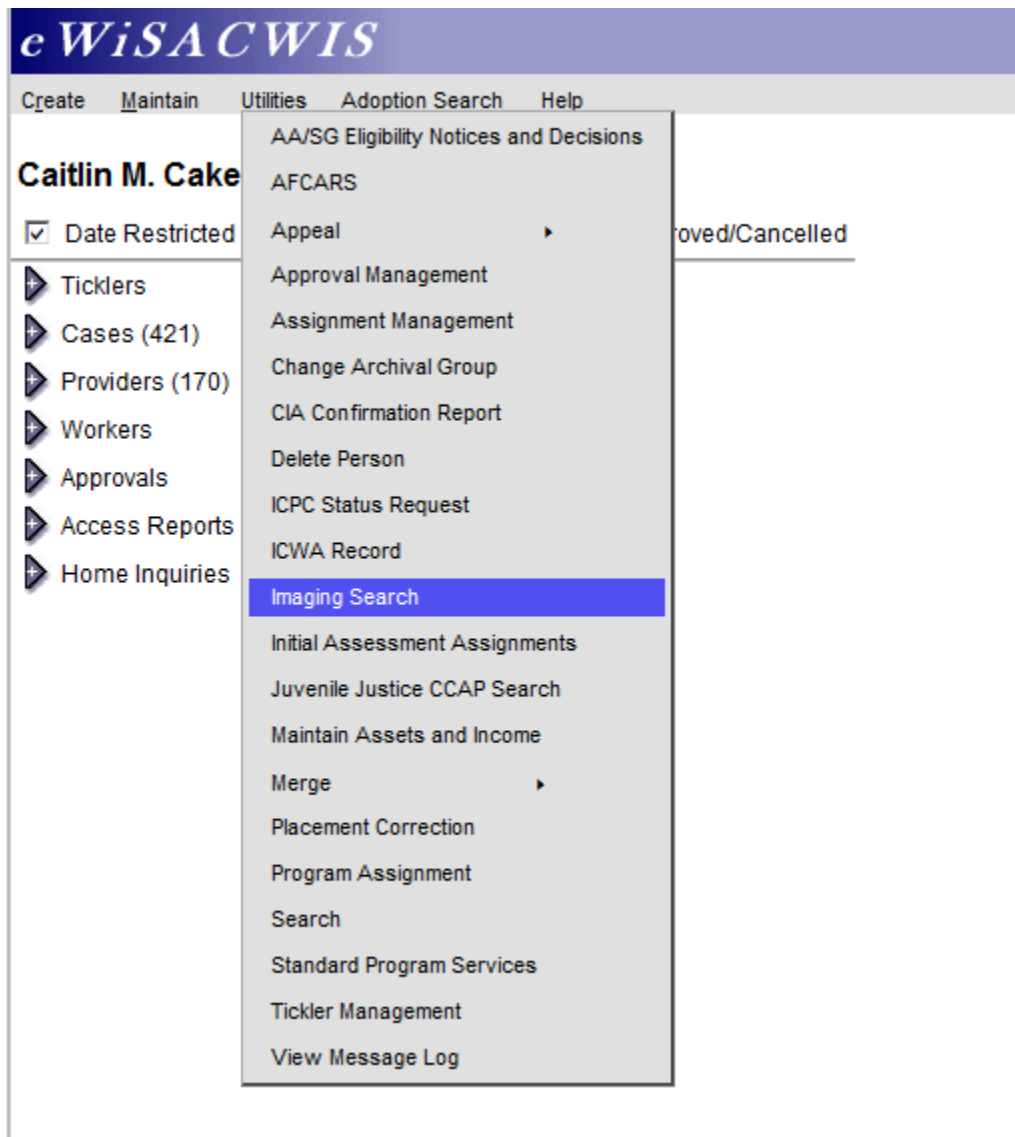
14. On your desktop, click on the home provider's icon  to refresh the provider. Then click on the Background Check icon . You will see the Images icon . Expand this icon to display the background check.



The screenshot displays the eWiSACWIS desktop interface. At the top, there is a header bar with the logo "eWiSACWIS" and navigation links: "Create", "Maintain", "Utilities", "Adoption Search", and "Help". On the right side of the header, there are buttons for "Case Work" and "Provider Work". Below the header, the user's name "Caitlin M. Cake's Desktop" is displayed. Underneath the name, there are three checkboxes: "Date Restricted", "Participant View", and "View Not Approved/Cancelled". The main content area shows a list of providers. The "Providers (170)" section is expanded, showing two providers. The first provider is "AA-FoodClothingCases, TreatmentMother (9221215) Restricted Provider Actions" with details: "Private New Foster Home 10/24/2005 Cake, Caitlin M. (Supervisor) Des: Green License Status: Expired". The second provider is "Provider, Foster (9221762) Actions" with details: "Foster Home 01/11/2011 Cake, Caitlin M. Brown Des: Milwaukee License Status: N/A". Below the providers, there are several icons and links: "Assignments", "Background Check" (with a red checkmark icon), "Images (1)" (with a yellow image icon), "Background Check - IBIS (Details)" (with a red checkmark icon), and a list of other links: "Basic", "Home Inquiries", "Licenses", "Members", "Narrative", and "Parent Agency".

## If you do not have an assignment to the provider:

1. From the desktop, click Utilities > Imaging Search. This will open the Imaging Search page.



2. On the Imaging Search page, select Provider in the Search by drop-down. This will open the Provider Search page.

The screenshot shows a web browser window titled "Imaging Search - Windows Internet Explorer". The page header features the "eWiSACWIS" logo and navigation links for "Print", "Spell Check", and "Help". The main section is titled "Search Criteria" and contains the following elements:

- Search by:** A dropdown menu with a list of options: "Case", "Person", and "Provider". The "Provider" option is currently selected.
- Name:** A text input field.
- Start Date:** A date picker set to "10/14/2012".
- End Date:** A date picker set to "10/14/2013".
- Category:** A large empty rectangular box.
- Type:** A large empty rectangular box.
- Search:** A blue button located at the bottom right of the search criteria section.
- Instructions:** Text below the category and type boxes reads "Hold down the 'Ctrl' key for multi-selection".

Below the search criteria is a section titled "Results" with a large empty rectangular box. At the bottom right of the page, there are "Create" and "Close" buttons. The browser's status bar at the bottom indicates a zoom level of "100%".

3. On the Provider Search page, enter the Provider Name or Provider ID to conduct your search and click Search. In the Providers Returned group box, select the radio button next to the correct provider and click the Continue button.

Provider Search -- Webpage Dialog

**eWiSACWIS** Print Spell Check Help

**Search Criteria**

Provider Name:  First Name:  Provider ID:


Parent Agency ID:  Provider Type:  ☐ Search Providers of Parent Agency


Site #:  County:  ZIP Code:

☒ Date Restricted ☐ View Not Approved/Cancelled Search Precision:

Record 1 to 2 of 2

**Providers Returned**

☒  Provider, Foster (9221762)  
Open Foster Home 01/11/2011 Cake, Caitlin M. Brown Des: Milwaukee License Status: N/A

☐  Provider, Foster (9221772)  
Open Foster Home 05/23/2011 Corn, Conn C., Jr. Milwaukee Des: Milwaukee License Status: Pending

4. This will bring you back to the Imaging Search page. The page will now display all documents for the provider. The results will display all documents from the past year, unless the Start Date and End Date have been updated. To add a document, select the 'Background Check' Category and select the appropriate Type of background check. Click Create.

**Imaging Search - Windows Internet Explorer**

**eWISACWIS** Print Spell Check Help

**Search Criteria**

Search by: **Provider** Name: Provider, Foster (9221762) [Provider Search](#) Start Date: 10/14/2012 End Date: 10/14/2013

Category: **Background Check** Type: Adam Walsh/ FBI  
Licensing  
Licensing Appeal  
Provider  
BID  
CAN  
CCAP  
**DOJ**  
DOR

Hold down the 'Ctrl' key for multi-selection **Search**

**Results**

Category	Type	Participant	Date	File Name	
Background Check	IBIS	Provider, Male	10/01/2013	<a href="#">imaging.pdf</a>	<a href="#">Edit</a>

Record 1 to 1 of 1 **Create** **Close**

100%

5. On the Organization Background Check page, enter the Date of Document, Effective To date (if applicable), and select the Type if you have not already done so.

**Note:** If the Type DOJ or IBIS is selected, the Effective To date will pre-fill to 4 years and will not be editable.

Organization Background Check -- Webpage Dialog

**eWiSACWIS** Print Spell Check RBC Help

**Provider Details**

Provider: Foster Provider (9221762) Worker: Caitlin M. Cake

**Image Details**

Date of Document: 10/01/2013 Effective To: 09/30/2017

Category: Background Check

Type: DOJ

File Name: Browse...

Name: Provider, Foster

Comments:

Last Updated By: Delete

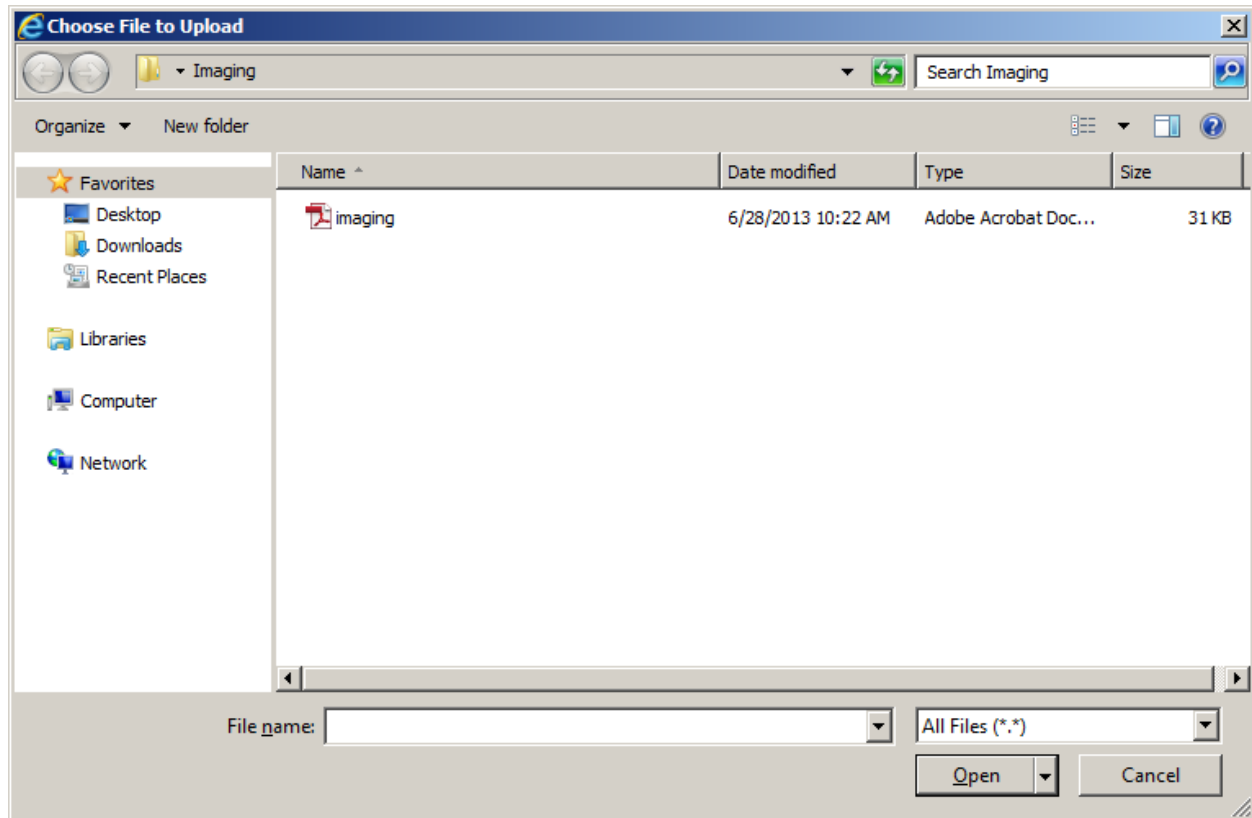
Valid Through: 00/00/0000

Eligibility Verification

Create Save Close

6. To attach a previously saved background check, select the Browse button. This will open the Choose File to Upload pop-up page.

7. Select the file from the appropriate location/folder. Once the file is selected, click the Open button.



**Note:** Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, docx, xls, xlsx, tiff, tif, and pdf and cannot exceed 10 MB.

**Organization Background Check -- Webpage Dialog**

*eWiSACWIS* Print Spell Check Help

**Provider Details**

Provider: Foster Provider (9221762) Worker: Caitlin M. Cake

**Image Details**

Date of Document: 10/01/2013 Effective To: 09/30/2017

Category: Background Check

Type: DOJ

File Name: imaging.pdf [View](#)

Browse...

Name: Provider, Foster

Comments:

Last Updated By: Delete

Valid Through: 00/00/0000

Eligibility Verification

Create Save Close

8. You can view the document by selecting the View hyperlink next to the File Name.
9. Enter any comments in the Comments field.
10. The Valid Through date identifies when a background check is no longer applicable or effective when the date is prior to the Effective To date. The date is used in revoked or closed license scenarios.
11. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
12. If the background check has been added for the wrong provider, click Delete to remove the image. If the background check has been added for the wrong member for this provider, update the Name drop-down with the correct provider member.

13. At this point, you can add a new background check for this provider by selecting the Create button. By clicking the Create button, this will open the Organization Background Check page with the same Category selected.

**Organization Background Check -- Webpage Dialog**

*eWiSACWIS* Print Spell Check Help

**Provider Details**  
Provider: Foster Provider (9221762) Worker: Caitlin M. Cake

**Image Details**  
Date of Document: 00/00/0000 Effective To: 00/00/0000  
Category: Background Check  
Type:   
File Name: Browse...  
Name:   
Comments:   
Last Updated By: Delete  
Valid Through: 00/00/0000  
Eligibility Verification  
Create Save Close

14. After you have entered all applicable information, click Save. Then click Close.

15. You will return to the Imaging Search page. The page will display all scanned background checks for the provider. To view the image for a particular result, click on the blue hyperlink in the File Name column to access the scanned document directly, or click the Edit hyperlink to access the associated Imaging page. To add additional background checks documents, repeat the above steps.

The screenshot shows a web browser window titled "Imaging Search - Windows Internet Explorer". The page header includes the "eWiSACWIS" logo and navigation links for "Print", "Spell Check", "Help", and a "REC" button. The main content area is divided into two sections: "Search Criteria" and "Results".

**Search Criteria:**

- Search by:** A dropdown menu set to "Provider".
- Name:** "Provider, Foster (9221762)". A blue hyperlink "Provider Search" is next to it.
- Start Date:** "10/14/2012".
- End Date:** "10/14/2013".
- Category:** A list box containing "Background Check", "Licensing", "Licensing Appeal", and "Provider". "Background Check" is selected.
- Type:** A list box containing "DOJ", "DOR", "DOT", "IBIS", "ICPC - Background Check", and "Local Law Enforcement". "DOJ" is selected.
- A note below the lists says: "Hold down the 'Ctrl' key for multi-selection".
- A blue "Search" button is at the bottom right of the criteria section.

**Results:**

Category	Type	Participant	Date	File Name	
Background Check	DOJ	Provider, Foster	10/01/2013	<a href="#">imaging.pdf</a>	<a href="#">Edit</a>

At the bottom of the results section, it says "Record 1 to 2 of 2". There are "Create" and "Close" buttons at the bottom right. The browser status bar at the very bottom shows "100%" zoom.